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Skill Analysis; Skill Development; *Task Analysis;

Task Performance; Work Attitudes

IDENTIFIERS

*Pavroll Clerks

ABSTRACT

The general purpose of the occupational analysis is to provide workable, basic information dealing with the many and varied duties performed in the payroll clerk occupation. The document opens with a brief introduction followed by a job description. The bulk of the document is presented in table form. Ten duties are broken down into a number of tasks and for each task a two-page table is presented, showing on the first page: tools, equipment, materials, objects acted upon; performance knowledge (related also to decisions, cues and errors); safety--hazard; and on the second page: science; math--number systems; and communications (performance modes, examples, and skills and concepts.) The duties include: supervising activities of payroll department; maintaining department personnel level; maintaining and establishing communications of the payroll department; preparing employer tax reports; establishing and maintaining files; preparing individual employee records; computing wages, salaries, and payroll deductions; paying the payroll; and posting wages and salary data. Appended are lists of general office supplies and safety hazards and precautions. (BP)

PAYROLL CLERK

Industrial Materials Laboratory Trade and Industrial Education The Ohio State University

AN ANALYSIS OF THE PAYROLL CLERKING OCCUPATION

Developed By

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Occupational Analysis
E.P.D.A. Sub Project 73402

June 1, 1973 to December 30, 1974

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The Instructional Materials Laboratory
Trade and Industrial Education
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FOREWORD

The occupational analysis project was conducted by The Instructional Materials junction with the State Department of Education, Division of Vocational Educa-Laboratory, Trade and Industrial Education, The Ohio State University in contion pursuant to a grant from the U.S. Office of Education.

analysis. Instructors were selected from Agriculture, Business, Distributive, developing analysis documents for sixty one different occupations. Representatives from Business, Incustry, Medicine, and Education were involved with The Occupational Analysis project was proposed and conducted to train vocational educators in the techniques of making a comprehensive occupational Home Economics and Trade and Industrial Education to gain experience in the vocational instructors in conducting the analysis process.

on sound principles of learning and behavior. Phase two was the identification, selection and orzentation of all participants. The training and work-The instructors were Phase one involved the planning The analysis process was based during which teams of vocational instructors conducted an analysis of the assisted by both occupational consultants and subject matter specialists. shop sessions constituted the third phase. Two-week workshops were held occupations in which they had employment experience. The project was conducted in three phases. and development of the project strategies.

formance in the occupation. The analysis data provided a basis for generating occupations. The analysis included a statement of the various tasks performed Occupational analysis data were generated for sixty-one The project resulted in producing one hundred two trained vocational instrucskills of mathematics, science and communication needed for successful pertools and equipment; procedural knowledge; safety knowledge; concepts and criterion measures as well as identifying specific supporting skills and instructional materials, course outlines, student performance objectives, tors capable of conducting and assisting in a comprehensive analysis of in each occupation. For each task the following items were identified: knowledge in the academic subject areas. various occupations.

PREFACE

small company where the payroll clerk is in charge of all phases of the payroll or by a person consideration that these duties and tasks might be performed by a person who works in a very In considering the position of a payroll clerk and developing the duties and tasks for this position, we first had to define what is meant by a payroll clerk. We based our definition who works for a multi-million dollar business where a payroll clerk might perform only one We acknowledge the fact that payroll tasks may be done by a computer or other sophisicated equipment; however our task analysis is based on the manual method. on the Dictionary of Occupational Titles, Sections 215.488 and 219.138. We took into payroll task.

adding machine and typewriter. Also a payroll clerk should be able to perform repetitive It is best that a payroll clerk have basic arithmetic skills and knowledge of arithmetic tasks for an extended length of time and should be aware of apparent discrepancies which is defined as arithmetic errors which may be detected upon applying a reasonability test or by applying an accuracy check (ie: transposition errors, extention error, mistakes in concepts, be familiar with accounting terminology and concepts with emphasis on payroll procedures. It is also felt that a payroll clerk needs basic skills of use of 10-key recording names and/or figures, etc.).

ACKNOWLEDGMENT

matter area and served as training assistants in the analysis process during subject matter specialists. They provided input to the vocational instructors in identifying related skills and concepts of each respective subject We wish to acknowledge the valuable assistance rendered by the following the two-week workshops.

Rollin M. Barber, Psychology The Ohio State University Columbus, Ohio

Jodi Beittel, Communications Columbus, Ohio Diana L. Buckeye, Mathematics University of Michigan Avon Lake, Ohio

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Faith Justice	Sheila Nelson	Marsha Opritza	Rita Buccilla	Peg Bushelman	Carol Fausnaugh	Mindy Fausnaugh	Rita Hastings	Carol Hicks	Sue Holsinger	Barbara Hughes	Carol Marvin	Patt1 Nye	Kathy Roediger	Mary Salay

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JOB DESCRIPTION

the payroll register and employee earnings record. They may also prepare annual reports tickets, uses calculators, operates posting machines to compute income tax withholdings, wages, posts wage data to payroll records, computes earnings from time sheets and work prepare and distribute pay envelopes, compute bonuses, compute commissions, and comof earnings, income tax deductions, records of sick leave pay and nontaxable wages, social security payments, insurance, and credit-union payments and enters wages on The payroll clerk does a variety of duties which includes the following: pute piecework rates.

payroll deductions, interpret company policies and government regulations in connection data on the payroll register. They direct the computation and preparation of pensions, personnel records, names, rates of pay, occupations of new employees, and records this with payroll procedures, direct preparation of government reports and analyze pay-Insurance and credit-union payments. Other important jobs are to review and approve They also determine from following: supervise and coordinate activities of workers engaged in processing The payroll clerk may also be in a supervising position where they could do the timecards, compiling statistics and calculating payrolls. rolls for accuracy before extensions are made.

Based on Dictionary of Occupational Titles, page 522

codes 215.488 and 219.138

Duty A Supervising Activities of Payroll Department

- 1 Maintain office supplies inventory
- 2 Coordinate work of department
- 3 Evaluate employee morale
- 4 Maintain good human relations

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OFFICE	1
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*	SAFETY HAZARD	See appendix	Run short of supplies Out-of-date supplies
SUPPLIES INVENTORY	PERFORMANCE KNOWLEDGE	Sub-tasks Determine supplies required Establish amount of supplies needed a) maximum inventory level b) minimum inventory level Order supplies a) requisition from company supply room b) place order with individual companies c) obtain approval Analyze potential of new items on the market Evaluate use or misuse of supplies	CUES Inventory changes Apparent discrepancies
TO (TASK STATEMENT) MAINTAIN OFFICE SU	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	Inventory records Requisition forms Typewriter Calculator or adding machine Supply catalogues Telephone	Determine if inventory levels are satisfactory
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MAINTAIN OFFICE SUPPLIES INVENTORY	
OFFICE S	
MAINTAIN	
TASK STATEMENT	
TASK	

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity	Basic arithmetic skills and concepts will depend on items being ordered Addition and subtraction of whole numbers Multiplication and division with whole numbers Multiplication and division of decimal fractions Multiplication and division of decimal fractions Rounding off decimals and whole numbers
Loyalty Adaptability Flexibility Confidentiality Perserverance	Read and interpret charts, tables, and/or graphs [price lists] Given a coding system, recognize and identify cach unit involved by assigning necessary symbols, numerical or literal Ratio and proportion [rates]

/			
3		COMMUNICATIONS	
	PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
	Writing	Requisition forms, reports Inventory records Employee to machine Order letter content	Penmanship, comprehension, ciarity of expression, vocabulary, spelling usage, mechanics of business letter, typing, adding machine
¥ \	Speaking	Ordering by telephone	Dic enunciation, clarity of e. sion
,	Reading	Supply catalogues	Compi nsion, technical terminology
			•

OF DEPARTMENT	
WORK O	
COORDINATE	
STATEMENT)	
SK	

SAFETY HAZARD	See appendix	Extension errors Low office morale Lessened office efficiency
PERFORMANCE KNUWLEDGE	Sub-tasks Assign tasks to employees Verify tasks are completed Audit work for accuracy Approve work Route data Evaluation of work Maintain proper safety standards	Apparent discrepancies Reasonability test Departmental efficiency
TOOLS, EQUIPMENT, MATERIALS. OBJECTS ACTED UPON		Determine if work is accurate Determine if work load is equal
	14	

	Ö
	STATEMENT)
8	LASK
 1	

COORDINATE WORK OF DEPARTMENT

SCIENCE

Basic arithmetic skills and concepts will depend on MATH - NUMBER SYSTEMS

Estimation

type of work supervisor is auditing

recall and proficient as well as exhibit the following A worker needs to be current with the job, precise in

personality traits:

Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or Read and interpret charts, tables, and/or graphs [work schedule] literal

Property of comparison (greater than, less than, [Payroll codes, reading computer printout] equal to)

COMMUNICATIONS

SKILLS/CONCEPTS machine Computer printouts, reports, charts, **EXAMPLES** Employee to employee Employee to machine schedules, memos Evaluation PERFORMANCE MODES Speaking Reading

memo, process report or instruction clarity of expression, vocabulary, Penmanship, mechanics of writing technical terminology, typing, use of calculator or adding

instruction, appropriate diction, clarity of expression, persuasion Enunciation, process report or

Technical terminology

Confidentiality Perserverance

Adaptability

Flexibility

Reliability

Accuracy

Honesty

Integrity

Loyalty

EVALUATE EMPLOYEE MORALE

TASK STATEMENT)

SAFETY - HAZARD	See appendix	ERRORS	Department inefficiency	
PERFORMANCE KNOWLEDGE	Sub-tasks Examine records of productivity Study turnover rate Study absenteeism and tardiness records Study grievances which are filed Conduct morale or attitude surveys	CUES	Data from records studied	
TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	Productivity records Attendance records Efficiency records Morale or attitude surveys Typewriter	DECISIONS	What changes need to be initiated	

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AIEMENI) EVALUATE EMPLOYEE MORALL

SCIENCE

A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits:

Honesty Accuracy Reliability Integrity Loyalty Adaptability Flexibility Confidentiality

MATH - NUMBER SYSTEMS

Basic arithmetic skills and concepts Inderstand basic statistic concepts such as: mean, median, mode, standard deviation

Locate by approximation rational numbers and intepers on the number line (sequential ordering)

Ratio and proportion

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Writing	Reports Employee to machine	Penmanship, recommendation report, technical terminology, mechanics of writing memo, detail and inference, logic, clarity of expression, typing
Speaking	Employee to employee	Recommendation report, poise, diction, enunciation, persuasion, clarity of expression
Reading	Records, surveys	Comprehension, technical terminology

***	SAFETY - HAZARD	See appendix	Emplovee disagreements
N RELATIONS	PERFORMANCE KNOWLEDGE	Sub-tasks Maintain high employee morale a) Employee job satisfaction b) Employee respect for co-workers and company c) Proper use of authority d) Insure acceptable pay standards e) Let employee know exactly what is expected of him/her f) Be consistent Coordinate well with other supervisors	Data gathered Observations of employees
TASK STATEMENT)	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	Teleph	What changes need to be initiated

N RELATIONS
HIPMAN
COOD
MAINTAIN
ENT)
STATEMENT
C ST/
TASK

MATH - NUMBER SYSTEMS		SNO	SKILLS/CONCEPTS	Appropriate diction, clarity of expression, vocabulary, usage, logic, emotional appeals, technical terminology, poise, enunciation, persuasion	
	job, precise in it the following	COMMUNICATIONS	EXAMPLES	Person-to-person, telephone	
SCIENCE	A worker needs to be current with the job, precise in reall and proficient as well as exhibit the following personality traits: Horesty Accuracy Reliability Integrity Loyalty Acrytability Flexibility Flexibility Flexibility Perserverance		PERFORMANCE MODES	Speaking	

Duty B Maintaining Department Personnel Level

- Keep proper number of employees in payroll department
- 2 Train new employees
- 3 Initiate status changes
- 4 Maintain employee records



Full Text Provided by ERIC	HEEP PROPER NUMBER	KEEP PROPER NUMBER OF EMPLOYEES IN PAYROLL DEPARTMENT	1.
	ΣZ	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
		Sub-tasks	N. Control of the con
	Application Job gescription Personnel forms	Interview applicants Select new employee Have all necessary forms completed (W-2, authorization cards, etc.) Evaluate the appropriate number of necessary job positions Obtain approval for hiring new employee	See appendix
21			
	DECISIONS	CUES	O ERRORS
	Determine who to hire Determine how many to recommend to hire	Personality Appearance Skills Background References	Over or under loaded personnel

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(TASK STATEMENT) KEEP PROPER NUMBER OF EMPLOYEES IN PAYROLL DEPARTMENT

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following	Basic arithmetic skills and concepts relating to establishing and maintaining payroll personnel
personality traits: Honesty	Ratio and proportion
Accuracy Reliability Integrity	
Loyalty Adaptability Flexibility Confidentiality	
Perserverance	

COMMUNICATIONS

22

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking	Interpret company policies	Appropriate diction, clarity of expression, vocabulary, details and inference, recommendation report, poise, enunciation
Writing	Interpret company policies, job description	Recommendation report, technical terminology, clarity of expression
Reading	Company policies, reports	Comprehension, terminology

EMPLOYEE
NEW
TRAIN
STATEMENT)
TASK

TASK STATEMENT) TRAIN NEW EMPLOYEE TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON Sub-tasks Payroll procedures manual Machines employee would use (ie: calculator, about ter, posting machine, typewriter, posting machine, postage meter, etc.) DECISIONS CUES CUES CUES CUES Apparent discrepancies Apparent discrepancies	SAFETY - HAZARD		See appendix	ERRORS	Dissatisfied employee or untrained employee
TASK STATEMENT) TOOLS, EQUIPMENT, I OBJECTS ACTED UPOI Machines employee we (ie: calculator, machine, type posting machine, type po	PERFORMANCE KNOWLEDGE	Sub-tasks	Orient employee as to company policies Explain specific duties and tasks Assign and explain preliminary tasks Gradually increase workload Check for accuracy	CUES	Apparent discrepancies
	TASK STATEMENT) TOOLS, EQUIPMENT, I		Payroll Machines (1e:		if employee is prepared to more difficult tasks

SCIENCE
SCI

A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits:

Honesty
Accuracy
Reliability
Integrity
Loyalty
Adaptability
Flexibility
Confidentiality
Perserverance

Basic arithmetic skills and concepts relating to the entire scope of the tasks of a payroll clerk

MATH - NUMBER SYSTEMS

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
		1
Speaking	Interpret company policy pertaining to training procedures	Appropriate diction, clarity of expression, vocabulary, usage, emotional appeals, process report,
		description of mechanics, technical terminology, poise, enunciation, persuasion
Reading	Instructions	Comprehension, terminology, process/ instructions
	•	

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24.

INITIATE STATUS CHANGES

f	SAFETY – HAZARD	See appendix	ERRORS Promoting or transfering wrong employee
CHANGES	PERFORMANCE KNOWLEDGE	Sub-tasks Initiate employee raises Promote employee Transfer employee Obtain management approval	Areas of proficiency Personnel records
(TASK STATEMENT)	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	Status changes forms Typewriter	Determine who to promote Determine when to promote an employee Determine where to promote an employee

INITIATE STATUS CHANGES

	COMMUNICATIONS	COMMUN	26
			(
	,	Flexibility Confidentiality Perservance	
		Loyalty Adaptability	
		Integrity	
		Accuracy Reliability	
	[Compute new wages]	Honesty	
		personality traits:	
d concepts relating to larly the pay scale	Basic arithmetic skills and concepts relating to company budget and particularly the pay scale	A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following	
MATH – NUMBER SYSTEMS	MATH - NU	SCIENCE	
		ASK STATEMENT) INITIATE STATUS CHANGES	Full Text Provided by ERIC

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking	Reports, forms	Clarity of expression, recommendation reports, vocabulary, usage, spelling logic
Writing	Reports	Recommendation report, penmanship, mechanics of writing memo
	Employee to machine	Typing
		,

K.

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	SAFETY - HAZARD	See appendix	ERRORS Incorrect information recorded
RECORDS	PERFORMANCE KNOWLEDGE	Sub-tasks Keep attendance records Record status changes Maintain sick leave records Maintain vacation schedules Prepare employee's evaluation File reçords	Apparent discrepancies
HE (TASK STATEMENT) MAINTAIN EMPLOYEE RECORDS	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	Employee history record Attendance list Evaluation forms Sick leave records File folders Filing cabinets Typewriter	Determine if work is accurate

	MATH - NUMBER SYSTEMS	Addition and subtraction of whole numbers Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [filing codes for company] Locate by approximation rational numbers and integers on the number line (sequential ordering) Read and interpret charts, tables, and/or graphs [vacation schedules and other charts]
TASK STATEMENT) MAINTAIN DIPLOYED RECORDS	SCIENCE	A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits:

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28		COMMUNICATIONS		
4	PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS	
	Writing	Records, interpret company policy Employee to machine	Penmanship, mechanics of writing memo, technical terminology, typing	
	Reading	Interpret company policy, records	Comprehension, technical terminology	
				1

Duty C Maintaining and Latablishing Communications of the Payroll Department

- ! Process incoming mail
- 2 Process outgoing mail
- 3 Greet and assist visitors
- 4 Collect and provide data at meetings
- 5 Prepare miscellaneous payroll reports



	F
	PROCESS
	STATEMENT)
ERIC	TASK

(TASK STATEMENT) TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON Sub-tasks Coule and I the conding and I the condi	SAFETY - HAZARD		See appendix	ERRORS	Lass of efficiency Open a personal letter by mistake Lost mail
Cays the figure of the figure		Sub-tasks	lve incoming mail open date sort route mail records register mail prepare for filing	CUES	Apparent discrepancies Marked ''personal''
30	(TASK STATEMENT) TOOLS, EQUIPMENT, MA	OBJECTS ACTED UPON	Letter opener Time stamp Routing slip Sorting bins or Photocopying ma Mail register Typewriter	DECISIONS	Determine where to route mail Determine if work is accurate Determine whether to open mail

INCOMING MAIL	
PROCESS	
(TASK STATEMENT)	
(TASK	

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with twe job, precise in recall and proficient as well as exhibit the following personality traits:	Locate by approximation, rational numbers and integers on the number line (sequential ordering) [dating]
Homesty Accuracy Peliability Integrity Loyalty Adaptability Flexibility Confidentiality Perserverance	Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [coding]

COMMUNICATIONS

PERFORMANCE MODES EXAMPLES SKILLS/CONCEPTS	Addresses, reports, interpret company Process report, comprehension, policy	Records Penmanship, clarity of expression, vocabulary, usage, technical terminology, process report	Employee to machine Typing	
PERFORMANCE MC	Reading	Writing		

Full Text Provided by ERIC	FRIC		(
-	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON		SAFETY – HAZARD
	Envelopes Letters Postage meter or stamps Folding machine Addressing machine Typewriter	Sub-tasks Prepare mail a) fold b) insert c) seal d) stamp e) write f) address Approve outgoing mail	See appendix
32		Trace mail Recall mail	
	Class of mail to use (ie: lst class 2nd class, 3rd class, 4th class, air mail, special delivery, special handling, certified, insured, and COD)	Type of mail: bulk importance security needed speed of delivery	Lost mail Late mail Stolen mail Incorrectly addressed mail

(3)	
ERIC	
Full Text Provided by ERIC	

PROCESS OUTGOING MAIL (TASK STATEMENT)

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading	Records, reports, interpret company policy	Process report, comprehension, speed
Writing	Records	Penmanship, clarity of expression, vocabulary, usage, technical terminology, process report
	Employee to machine	Typing
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GREET AND ASSIST VISITORS

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MATH - NUMBER SYSTEMS

A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits:

Honesty Accuracy Reliability Integrity Loyalty Adaptability Flexibility Confidentiality

35

COMMUNICATIONS

Employee to visitors Telephone

PERFORMANCE MODES

Speaking

Records

Writing

SKILLS/CONCEPTS

Appropriate diction, clarity of expression, usage, emotional appeals, poise, enunciation, persuasion, vocabulary

Denotation, connotation words, vocabulary, detail/inference, logic

AT MEETINGS	
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COLLECT AND PROVIDE D	
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TASK	

F	TOOLS, EQUIPMENT, MATERIALS,	PERFORMANCE KNOW! FDGE	SAFETY - HAZARD
980	OBJECTS ACTED UPON	Sub-tasks	
Per	Pertinent source document	Organize staff meetings Coordinate payroll department with rest of company Attend public relations meetings Obtain feedback for payroll department	See appendix
		pist	
	DECISIONS	CUES	ERRORS
<u>a</u>	Determine what information would be given out to employees and to other departments	Confidentiality of records and data	Release information to unauthorized persons

) COLLECT AND PROVIDE DATA AT MEETINGS	
AT	
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COLLECT	
ASK STATEMENT)	
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	SCIENCE	MATH - NUMBER SYSTEMS	
	A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits:	Basic arithmetic skills and concepts	
	Honesty Accuracy Reliability Integrity Loyalty Adaptability Flexibility Confidentiality Perserverance		
37			

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking	Employee to employee at meetings	Diction, clarity of expression, vocabulary, logic, emotional appeals, recommendation reports, process
		reports, physical experiment report proposal, progress reports, poise, enunciation, persuasion
writing	Reports, records	Detail inference, logic, denotative, connotative words, usage, spelling, diction, clarity of expression,
		vocabulary, logic, emotional appeal, recommendation report, process
		report, physical experiment reports poise, enunciation, persuasion
Reading	Reports, records	Comprehension

K .	SAFETY – HAZARD	See appendix	ERRORS	Transposition errors Incorrect information recorded Late payments
PREPARE MISCELLANEOUS PAYROLL REPORTS	· PERFORMANCE KNOWLEDGE	Sub-tasks Prepare accident reports Prepare hospitalization reports Prepare union reports and forms Prepare unemployment compensation forms and reports Prepare payroll statistics a) total hours worked b) overtime hours c) overtime premium costs Supply data for references	CUES	Apparent discrepancies
TASK STATEMENT) PREPARE MISCELLANE	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	Typewriter Calculator or adding machine Employee history records Pertinent forms and reports Computer printouts	DECISIONS	Determine if deadlines are met Determine if information is recorded accurately
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NT) PREPARE MISCELLANEOUS PAYROLL REPORTS

A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Ioyalty Adaptability Perserverance A worker needs to be current with the job, precise in graphs, precise in graphs, tables, and charts Basic statistical concepts and techniques Basic statistical concepts and techniques Basic statistical concepts and techniques			>	
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Flexibility Confidentiality Perserverance	MATH - NUMBER SYSTEMS	Arithmetic and geometric Basic skills and concepts with emphasis on: Constructing and interpreting graphs, tables, and charts Basic statistical concepts and techniques		
39	SCIENCE	A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty		

Reports Interpret company policies pertaining to required payroll reports		0 - GA4 < > U	STOROUS I INS
Reports Interpret company policies pertaining to required payroll reports Co	PERTURMANCE MODES	EVAMILES	SNILLS/CONCETTS
Interpret company policies pertaining . to required payroll reports	Writing	Reports	້ຄໍ
	Reading	Interpret company policies pertaining . to required payroll reports	Comprehension, speed, terminology

Duty D Preparing Employer Tax Reports

- 1 Prepare form W-2 (wage and tax statements)
- 2 Prepare employer FICA and income tax forms
- 3 Prepare city and state income tax forms
- 4 Prepare federal and state unemployment forms



See appendix Transposition errors Incorrect information recorded Late filling of W-2 forms	
WAGE AND TAX STATEMENT) PERFORMANCE KNOWLEDGE Sub-tasks Record employee's tax number Record employee's name, address and soc. al security number Record total income earned Record total federal income taxes withheld Record total Federal income taxes withheld Record total Fata taxes withheld Record total state ity taxes withheld Verify W-2 totals against ledger total. Distribute W-2's to employees Compare to ledger accounts	
TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON Calculator or adding machine Rec Computer Typewriter Figuration Figuratio	

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STATEMENT)

PREPARE FORM W-2 (WAGE AND TAX STATEMENT)

SCIENCE
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recall and proficient as well as exhibit the following A worker needs to be current with the job, precise in personality traits:

Confidentiality Perserverance Adaptability Reliability Flexibility Integrity Accuracy Loyalty Honesty

MATH - NUMBER SYSTEMS

Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical Addition and subtraction of whole numbers or literal

(Social security number and employer identification number]

Properties of the addition and subtraction operations of the real numbers system (shortcuts)

i.e. Inverse (check by subtraction) transposition error (division by 9)

COMMUNICATIONS

fundamentals of payroll procedures pertaining to preparation of W-2 Interpret government regulations Working knowledges of terms and in preparation of W-2 forms EXAMPLES Forms PERFORMANCE MODES Reading Writing

SKILLS/CONCEPTS

Comprehension, technical terminology

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Penmanship, typing

FMENT) PREPARE EMPLOYER FICA AND INCOME TAX FORMS FENFORMANCE KNOWLEDGE TED UPON Sub-tasks Sub-tasks Sub-tasks Compute amount of FICA from total taxable wages Gompute amount of FICA from total taxable wages Gompute amount of FICA from total taxable wages Gompute amount of FICA from total taxable wages Compute amount of	43	SAFETY HAZARD	See appendix	ERRORS	Late payment Transposition errors Inaccurate figures
ON Tilly ON Markes as as a series of the ser	`1		Sub-tasks Compute amount of FICA from total taxable wages Compute amount of income tax withheld Transfer totals from payroll register to proper tax forms Prepare appropriate checks Verify accuracy Send forms to appropriate governmental agency or bank	CUES	Apparent disc Governmental
TASK STAT TOOLS, EQU OBJECTS AC Rederal Tax Payroll reg Employer's Employer's Statement Adding mach Typewriter Typewriter Determine Determine Determine Determine Determine	TASK STATEMENT)	EQUIPMENT, M. S ACTED UPON	Federal Tax Deposit (Form 50') Payroll register or computer Employer's quarterly Federal Return (Form 941) Reconciliation of income tax wi and transmittal of wage and t statements (Form W-3) Adding machine or calculator Typewriter	DECISIONS	how often taxes must be if figures are accurate which tax form to use filing deadline dates

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PREPARE EMPLOYER FICA AND INCOME TAX FORMS TATEMENT)

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SCIENCE

MATH - NUMBER SYSTEMS

recall and proficient as well as exhibit the following A worker needs to be current with the job, precise in personality traits:

Confidentiality Perserverance Adaptability Flexibility Reliability Integrity Accuracy Loyalty Honesty

Multiplication employee's names] [Transfer totals] Read and interpret number and employer identification number] Properties of the addition and subtraction operations of the real number system (shortcuts), 1.e., Inverse (check-subdecinals to percents, Finding a percent of a number Change percents to decimals and and estimation, Given a coding system, recognize and decimals and whole numbers, Locate by approximation identify each unit involved by assigning necessary (sequential ordering), [Alphabetical ordering of subtraction of decimal fractions, Multiplication rational numbers and integers on the number line charts, tables, and/or graphs, [FICA tables and symbols, numerical or literal, [Social security and division with whole numbers, Addition and traction) transposition error (division by 9) Addition and subtraction of whole numbers, and division of decimal fractions, income tax tables]

COMMUNICATIONS

EXAMPLES

PERFORMANCE MODES

Reading

fundamentals of FICA and federal Interret governmental regulation pertaining to FICA and federal Working knowledge of terms and income taxes income taxes

SKILLS/CONCEPTS

Comprehension, technical terminology

Penmanship, typing

FORMS
TAX
INCOME TAX FORMS
STATE
AND
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PREPARE CITY AND STATE
K STATEMENT)
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PERFORMANCE KNOWLEDGE Sub-tasks Compute amount for city tax based on total wages paid	based e mment		
		CUES	Apparent discrepancies Governmental regulations
TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON City return of tax withheld State return of tax withheld	State return of tax withheld Adding machine or calculator Typewriter Reconciliation of monthly or quarterly returns for city income tax withheld from wages Reconciliation of monthly or quarterly returns for state income tax with- held from wages	DECISIONS	Determine how often taxes must be paid Determine deadline dates Determine which tax form to use Determine if figures are accurate

PREPARE CITY AND STATE INCOME TAX FORMS TASK STATEMENT)

MATH - NUMBER SYSTEMS	
SCIENCE	

recall and proficient as well as exhibit the following A worker needs to be current with the job, precise in personality traits:

Confidentiality Perserverance Adaptability Flexibility Reliability Integrity Accuracy Loyalty Honesty

Read and interpret of whole numbers, Addition, subtraction, multiplication Given a coding system, recognize and identify each unit charts, tables, and/or graphs, [State and city income identification number] Properties of the addition and Change percents to decimals and decimals to percents, involved by assigning necessary symbols, numerical or decimals and whole numbers, Locate by approximation i.e., [Inverse (check by subtraction) Finding a percent of a number , also estimation, Addition, subtraction, multiplication, and division (sequential ordering), [Alphabetical ordering of rational numbers and integers on the number line subtraction operations of the real number system and division of decimal fractions, Rounding off tax tables] [FICA tables and income tax tables] literal, [Social security number and employer employee's names] [Transfer totals] transposition error (division by 9)] (shortcuts)

COMMUNICATIONS

	CVANDIES	OFGEORGO/O (II AO
PERFORMANCE MODES	EXAMILES	SVIETS/CONCER 13
Reading	Interpret governmental regulations concerning city and state income	Comprehension, technical terminology
	taxes Working knowledge of terms and	
	iundamentals of city and state income taxes	
	Employee to machine Machine to employee	Adding machine, computer, typewriter Computer printcuts, adding machine
		tapes
Writing	Form	Penmanship, typing

typewriter

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PREPARE FEDERAL AND STATE UNEMPLOYMENT FORMS

incorrect information recorded SAFETY - HAZARD ERRORS See appendix Late filing sation and reconciliation following Prepare Schedule A (credit for taxes Compute taxable wages for Schedule B state's instructions using inform-Prepare checks for payment of taxes Submit forms and payments to proper Prepare Form 940 using information in Schedules A and B and the Prepare state unemployment compenation found in payroll register PERFORMANCE KNOWLEDGE assigned contribution rate Select appropriate form Apparent discrepancies Government regulations paid to the state) government agency Sub-tasks State unemployment compensation forms Determine if information is accurate Employer's annual federal unemploy-Schedule B-computation of taxable Federal unemployment tax return-Determine which form is needed TOOLS, EQUIPMENT, MATERIALS, ment tax return (Form 940) Calculator or adding machine Determine filing deadlines DECISIONS **OBJECTS ACTED UPON** Form 940-Schedule A Payroll register (Form 940) Typewriter Computer

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PREPARE FEDERAL AND STATE UNEMPLOYMENT FORMS

MATH - NUMBER SYSTEMS

recall and proficient as well as exhibit the following A worker needs to be current with the job, precise in personality traits:

Confidentiality Perserverance Adaptability Re Liability Flexibility Integrity Accuracy Loyalty Honesty

Read and interpret unemployment forms] [FICA tables and income tax tables] identification number] Properties of the addition and [Change percents to decimals and decimals to percents] whole numbers, Addition, subtraction, multiplication, involved by assigning necessary symbols, numerical or Addition, subtraction, multiplication, and division of decimals and whole numbers, Locate by approximation charts, tables, and/or graphs, [Federal and state i.e., [Inverse (check by subtraction) (sequential ordering), [Alphabetical ordering of a coding system, recognize and identify each unit [Finding a percent of a number, also estimation] subtraction operations of the real number system and division of decimal fractions, Rounding off rational numbers and integers on the number line literal, [Social security number and employer employee's names] [Transfer totals] transposition error (division by 9)] (shortcuts)

COMMUNICATIONS

EXAMPLES

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Reading

(Federal Unemployment Tax Act) regulations pertaining FUTA Interpret federal government

Interpret state governmental

Employee to calculator or adding regulations pertaining to Employee to typewriter Computer to employee unemployment taxes Employee to computer machine Forms

SKILLS/CONCEPTS

Comprehension, technical terminology

Penmanship, typing

Writing

C

Duty E Establishing and Maintaining Files

- 1 Set up filing system
- 2 Prepare materials for the files
- 3 Sort the materials
- 4 Cross-reference material
- 5 Arrange and place material
- 6 Care for the records



-	SAFETY – HAZARD	See appendix	Inefficient System
TEM	PERFORMANCE KNOWLEDGE	Sub-tasks Determine method of filing alphabetical name alphabetical subject geographic numeric chronological Prepare file folders Arrange folders in drawers Label drawers	Apparent discrepancies Rules of filing
(TASK STATEMENT) SET UP FILING SYSTEM	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	File folders File cabinets Label file File guides-primary and secondary Drawer labels Typerriter	Determine which method of filling to use Determine if filling rules are followed consistently

	STATEMENT)	
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TASK STATEMENT) SET UP FILING SYSTEM

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Writing	Interpret company policy pertaining to filling procedures Knowledge of terms and procedures used in filling	Classification, typing, penmanship, technical terminology, vocabulary, spelling
	Labels	Typing
Reading	Labels	Comprehension, speed, terminology

THE FILES
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E MATERIALS
PREPARE
STATEMENT)
TASK

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	SAFETY – HAZARD	See appendix	ERRORS	Misfiled documents
FOR THE FILES	PERFORMANCE KNOWLEDGE	Sub-tasks Collect paper for files Inspect materials release mark examine for completeness remove paper clips, rubber bands, or straight pins Index materials scan or read each document determine how document is to be filed Code each document break into index units write subject in upper right corner	CUES	Apparent discrepancies Rules of filing
(I ASN SIAI EINEINI) PREPARE MATERIALS FOR THE FILES	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	Materials to be filed Colored pencil	DECISIONS	Discriminate between documents to be filed Determine proper order
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recall and proficient as well as exhibit the following A worker needs to be current with the job, precise in personality traits:

Confidentiality Perserverance Adaptability Flexibility Reliability Integrity Accuracy Loyalty Honesty

MATH - NUMBER SYSTEMS

Locate by approximation rational numbers and integers Sequence order-numerical filling with emphasis on on the number line (sequential ordering) decimals] Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal

[Coding system used by company]

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Comprehension, speed	Documents	Reading
Classification, technical terminology, vocabulary, spelling, typing, penmanship	Interpret company policy pertaining to filing procedures Knowledge of terms and procedures used in preparing materials for the file	Writing
SKILLS/CONCEPTS	EXAMPLES	PERFORMANCE MODES

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TASK S

VI) SORT THE MATERIAL

LEDGE SAFETY - HAZARD	See appendix	System used Misfiled materials
PERFORMANCE KNOWLEDGE	Sub-tasks Break down into groupings Fine sort each grouping	CUES Rules of filing and the system used
TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	Sorting tray Material to be filed '	Discriminate between materials

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SCIENCE

A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits:

Honesty
Accuracy
Reliability
Integrity
Loyalty
Adaptability
Confidentiality
Perserverance

MATH - NUMBER SYSTEMS

Locate to approximation rational numbers and integers on the coaber line (sequential ordering)
[Sequent_al ordering=numerical filling]
Property of comparison greater than, less than, equal to

COMMUNICATIONS

EXAMPLES

Reading

PERFORMANCE MODES

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SKILLS/CONCEPTS

Classification, speed. vocabulary

EIN!! CROSS-REFERENCE MATERIAL	
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SAFETY – HAZARD	See appendix	Incomplete files
PERFORMANCE KNOWLEDGE	Sub-tasks Determine name or subject to be cross referenced Record on cross-reference sheet Prepare photo copy of original Prepare cross-reference guide Prepare (label, etc.) folder for cross-referenced material	Apparent discrepancies System used Rules of filing
TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	File folders File labels Cross-reference sheets Photo copy machine	Determine information that requires cross-referencing Use consistency in following rules and procedures in filing.

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CROSS-REFERENCE MATERIAL (TASK STATEMENT)

MATH NUMBER SYSTEMS	Locate by approximation rational numbers and integers on the number line (sequential ordering)
SCIENCE	A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following

recail and prolicient personality traits:

Confidentiality Perserverance Adaptability Flexibility Reliability Integrity Accuracy Loyalty Honesty

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Sequential order with numeric filing

Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal

[Coding system used by company]

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SKILLS/CONCEPTS	Classification, speed, comprehension, technical terminology, vocabulary	Vocabulary, spelling, penmanship,		
EXAMPLES	Interpret company policy pertaining to filing procedures Knowledge of terms and procedures used in filing	Filling out cross-reference forms	Employee to photo copy machine	
PER FORMANCE MODES	Reading	Writing		·

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(STATEMENT)	
TASK	

SAFETY - HAZARD			See popendix								ERRORS	Misfiled information			
MATERIAL PERFORMANCE KNOWLEDGE		Sub-tasks	Place records in the file	Locate proper file drawer Locate proper file folder	If there is an individual or special folder-file there If there is not a special	folder-file in miscellaneous folder for the section	Arrange material in folder Have the front of an item facing	the front of the folder With individual folders, arrange	according to date With miscellaneous folders,	arrange alphabetically	CUES	Apparent discrepancies Rules of filing			
TOOLS, EQUIPMENT, MATERIALS, PEF	OBJECTS ACTED UPON		File drawers	File folders Material to be filed					45		DECISIONS	Select proper folder	Determine how to arrange material in		

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SK STATEMENT) ARRANGE AND PLACE MATERIAL

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits:	Locate by approximation rational numbers and integers on the number line (sequential ordering) [sequential order with numeric systems]
Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perserverance Flexibility	Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [Coding system used by company]

COMMUNICATIONS

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	SAFETY - HAZARD	See appendix	ERRORS	Loss or destruction of records
RDS	PERFORMANCE KNOWLEDGE	Sub-tasks Protect from destruction Microfilm Photo copy Fire-proof files Lock confidential files Lock confidential files Transfer records from active to unactive files Prepare record retention schedule Prepare charge out requisitions Follow-up Prepare card tickler files and follow-up folders Retain files for legally acceptable time periods	- <u>sano</u>	Apparent discrepancies Filing procedures for care of records
(TASK STATEMENT) CARE FOR THE RECORDS	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	Microfilming equipment Photo copy equipment Record retention schedule Charge-out forms Out guides Out folders Carrier folder Substitution cards Requisition card Card tickler files Follow-up folders Microfilm reader	DECISIONS	Determine what protection device to use

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SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits:	Locate by approximation rational numbers and integers on the number line (sequential ordering) . {Sequential ordering with numeric systems
Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perserverance Flexibility	Given a coding system, recognize and identify each umit involved by assigning necessary symbols, numerical or literal [Coding system used by company for microfilming]

COMMUNICATIONS

SKILLS/CONCEPTS	Comprehension, vocabulary, technical terminology		Spelling, vocabulary, typing	£
EXAMPLES	Interpret company policy pertaining to filing procedures Knowledge of terms and procedures in filing	Employee to microfilming and photo copy machine	Filling out forms	
PERFORMANCE MODES	Reading		Writing	

Preparing Individual Employee Records Duty F

- Process employee application Process employee withholding and other deduction authorizations
 - Up-date employee records

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- HAZARD	ERRORS Hiring under or over qualified person
See appendix	Hiring under o person
Sub-tasks Secure completed application Verify completeness of application Secure any additional information required (ie. social security no.) Obtain reference verification, if necessary Compute correct wage Record information on appropriate records File application in employee history record	Company policy Apparent discrepancies
TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON Employment application Employee's history record Files Typewriter Telephone	Determine if application is complete and accurate Verify employment position classification

Full Toxt Provided by ERIC	T TO ASK STATEMENT) PROCESS EMPLOYEE APPLICATION	PLICATION			Ī
	SCIENCE		MATH	TH - NUMBER SYSTEMS	
64	A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perserverance Flexibility	job, precise in it the following	Given a coding system, recognize a involved by assigning necessary literal [Coding system used by company crecords] Read and interpret charts, tables, [Wage or salary schedules] [Basic arithmetic skills and con	Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [Coding system used by company concerning employee records] Read and interpret charts, tables, and/or graphs [Wage or salary schedules] [Basic arithmetic skills and concepts]	
		COMMUNICATIONS	CATIONS		
	PERFORMANCE MODES	EXAN	EXAMPLES	SKILLS/CONCEPTS	
	Speaking	Person-to-person, telephone	telephone	Poise, diction, enunciation	
	Writing	Letters Interoffice memos Filling out appro	memos appropriate forms	Typing, penmanship, business letter format and content	
	Reading	Interpret company policy in processing applications	policy in Ications	Comprehension, technical terminology instructions	gy
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TION AUTHORIZATIONS FORMS	SAFETY – HAZARD	See appendix	ERRORS	Incorrect information recorded
PROCESS EMPLOYEE'S WITHHOLDING CERTIFICATE AND OTHER DEDUCTION AUTHORIZATIONS FORMS	PERFORMANCE KNOWLEDGE Sub-tasks	Secure W-4 form from each employee Verify completeness of W-4 form Record data on employee earnings record Record data on history record Record data on payroll register File W-4. form Update records when necessary	CUES	Apparent discrepancies Governmental regulations
TASK STATEMENT) PROCESS EMPLOYEE	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	Employee Withholding Certificate (W-4, State, and appropriate authorization forms) Employee earnings record Employee history record Payroll register File Typewriter Adding machine or calculator Computer Telephone	DECISIONS	Determine accuracy of recorded data Determine accuracy of recorded data

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PROCESS EMPLOYEE'S WITHHOLDING CERTIFICATE AND OTHER DEDUCTION AUTHORIZATION FORMS (TASK STATEMENT)

	SCIENCE	MATH - NUMBER SYSTEMS
<u> </u>	A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits:	Basic arithmetic skills and concepts relating particularly to withholding system and charts
	Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perserverance Flexibility	Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [In reference to federal withholding charts and other deductions such as hospitalization, union, etc.]
fP		

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading	Company procedures Interpret appropriate governmental regulations	Vocabulary, comprehension, technical terminology
Speaking	Person to person Contact, telephone	Diction, vocabulary, clarity of expression, usage
Writing	Company policies Filling out forms	Penmanship, typing, logic, usage

UPDATE EMPLOYEE RECORDS

(TASK STATEMENT)

1

SAFETY – HAZARD	See appendix	ERRORS Incorrect payment Incorrect information recorded
PERFORMANCE KNOWLEDGE	Sub-tasks Obtain additional authorization for voluntary deductions Obtain signed status changes Obtain signed exemption statement changes Obtain salary changes Record changes on all affected payroll records File authorization in employee's history record File employee's history record	Apparent discrepancies
TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	Employee's history record Employee's earnings record Authorization forms File Calculator or adding machine Computer Typewriter Telephone	Verify that all changes are authorized Verify that all information recorded is correct

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(.'ASK STATEMENT) UPDATE EMPLOYEE RECORDS

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Basic arithmetic skills and concepts relating particularly to withholding system and charts

MATH - NUMBER SYSTEMS

A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits:

Given a coding system, recognize and identify each wit involved by assigning necessary symbols, numerical or literal

Reliability
Integrity
Loyalty
Adaptability
Confidentiality
Perserverance

Accuracy

Honesty

[In reference to federal withholding charts and other deductions such as hospitalization, union, etc.]

COMMUNICATIONS

EXAMPLES

PERFORMANCE MODES

Writing

Changes in employee's status, deductions, etc., filling out forms interoffice memos, letters

Company policies Governmental regulations

Person to person Telephone

Speaking

Reading

Clarity of expression, spelling, penmanship, typing, technical terminology, vocabulary

SKILLS/CONCEPTS

Comprehension, vocabulary, technical terminology

Diction, clarity of expression

Duty G Computing Wages and Salaries

- 1 Comp wages of hourly employees
- 2 Computa wages of salaried employees
- 3 Compute wages of commission employees
- 4 Compute wages of piecerate employees
- 5 Compute wages of employees earning tips
- 6 Compute employee bonuses
- 7 Compute employee's holiday and vacation pay
- 8 Compute employee's non-taxable wages

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CTION AUTHORIZATIONS FORMS	SAFETY – HAZARD	See appendix	ERRORS	Incorrect information recorded
PROCESS EMPLOYEE'S WITHHOLDING CERTIFICATE AND OTHER DEDUCTION AUTHORIZATIONS FORMS	PERFORMANCE KNOWLEDGE	Sub-tasks Secure W-4 form from each employee Verify completeness of W-4 form Record data on employee earnings record Record data on history record Record data on rigroll register File W-4 form Update records when necessary	CUES	Apparent discrepancies Governmental regulations
(TASK STATEMENT) PROCESS EMPLOYEE	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	Employee Withholding Certificate (W-4, State, and appropriate authorization forms) Employee earnings record Employee history record Payroll register File Typewriter Adding machine or calculator Computer Telephone	DECISIONS	Determine completeness of W-4 form Determine accuracy of recorded data

COMPUTE WAGES OF HOURLY EMPLOYEES
HOURLY
OF
WAGES
COMPUTE
(TASK STATEMENT)
TASK

Basic arithmetic skills and concepts Measure of time and converting to fractional parts of
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e of time a
Basic ari
ecise in following
A worker needs to be current with the job, precall and proficient as well as exhibit the
urrent wi
A worker needs to be correcall and proficient a
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SKILLS/CONCEPTS	Technical terminology, vocabulary, typing, penmanship	Comprehension, vocabulary, technical terminology	
EXAMPLES	Filling out forms Employee to machine	Records and forms Interpret company policies pertaining to hourly and overtime wages	
PERFORMANCE MODES	Writing	Reading	

(TASK STATEMENT) COMPUTE WAGES OF SALARIED EMPLOYEES	iE SAFETY – HAZARD	overtime wages	Incorrect payment
	PERFORMANCE KNOWLEDGE	Sub-tasks Verify total hours worked to attendance records Determine number of (if any) over- time hours worked Calculate overtime rate Calculate overtime vages Combine regular salary and overtime vages to calculate total wages Apply reasonability test	CUES Mathematical figure Company policy Apparent discrepancies
	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	Calculator or adding machine Employee history record Time card, time sheet or any notice of hours worked Employee earnings record Computer Typewriter	Decide if wages are accurate Decide if overtime is permitted
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MENT) COMPUTE WAGES OF SALORIED EMPLOYEES

MATH - NUMBER SYSTEMS	Basic arithmetic skills and concepts Measure of time and converting to fractional parts of an hour	Read and interpret charts, tables, and/or graphs [Wage Classification Schedule Rate] Understanding and solving numerical formulas with regard to the order of operations [i.e. wage and salary schedules] Property of real number system 1.e. distributive property (wage and overtime computation)		SKILLS/CONCEPTS	Technical terminology, vocabulary, typing, penmanship	Comprehension, Vocabulary, technical terminology
MA	Basic arithmetic s Measure of time an an hour	Read and interpret charts, tab [Wage Classification Schedul Understanding and solving n regard to the order of op [i.e. wage and salary sch Property of real number system 1.e. distributive property computation)	COMMUNICATIONS	EXAMPLES	forms mach ⁴ ne	Records and forms Interpret company policies pertaining to saloried employee and over- time wages
	h the job, precise in exhibit the following	(,	COMI	31	Filling out Employee to r	Records and forms Interpret company to saloried emp time wages
SCIENCE	A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits:	Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perser ance Flexibility		PERFORMANCE MODES	Writing	Reading
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*	SAFETY – HAZARD	See appendix	ERRORS Incorrect payment
COMPUTE WAGES OF COMMISSION EMPLOYEES	PERFORMANCE KNOWLEDGE	Sub-tasks Calculate total sales Calculate minimum quota Calculate sales on which commission is earned Record commission rate Calculate commission Obtain commission authorizations Combine commission and guaranteed base if salary-commission plan applies Apply reasonability test	CUES Sales records Company policy Apparent discrepancies
TE (TASK STATEMENT) COMPUTE WAGES OF	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	Calculator or adding machine Employze's sales record Employee earnings record Computer Sales commission authorizations Typewriter	Determine if sales figures are accurate Determine if commission rates are accurate

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STATEMENT)

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	MATH - NUMBER SYSTEMS	Basic arithmetic skills and concepts with emphasis	on percents	Property of real number system	i.e. distributive property	(salary and commission)		Read and interpret charts, tables, and/or graphs	Commission tables	Understanding and solving numerical formulas with	regard to the order of operations	i.e. commission and/or salary scale	
L'IASK STATEMENT) COMPITTE MAGES OF COMMISSION EMPLOYEES	SCIENCE	A worker needs to be current with the job, precise in	recall and proficient as well as exhibit the following personality traits:		Honesty	Accuracy	Reliability	Integrity	Loyalty	Adaptability	Confidentiality	Perserverance	Flexibility

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Writing	Filling in forms Employee to machine	Technical terminology, penmanship,
Reading	Interpret company policies pertaining to commission plan and salary-commission plan Records and forms	Comprehension, vocabulary, technical terminology
		IS.

	SAFETY – HAZARD	See appendix	Incorrect payment
COMPUTE WAGES OF PIECERATE EMPLOYEES	PERFORMANCE KNOWLEDGE	Sub-tasks Calculate total production Record plecerate pay Calculate production on which plecerate is earned Calculate plecerate earnings Combine plecerate and base salary if salary-plecerate plan applies Apply reasonability test	<u>CUES</u> Production records Company policy Apparent discrepancies
(TASK STATEMENT) COMPUTE WAGES OF	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	Calculator or adding machine Employee's earnings record Employee history record Production records Computer Typewriter	Determine if production figures are accurate Determine if piecerate is accurate

	SCIENCE	MATH - NUMBER SYSTEMS	
	A worker needs to be current with the job, precise in recall and proficinct as well as exhibit the following personality traits:	Basic arithmetic skills and concepts with emphasis on ratio and proportions	
	Honesty Accuracy Reliability Integrity	Read and interpret charts, tables, and/or graphs [Piecerate tables] Understanding and solving numerical formulas with regard to order of operations i.e. piecerate formula	
	Adaptability Confidentiality Perserverance Flexibility		
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	NOWWOO	COMMUNICATIONS	

Writing Employee to machine Employee to machine Interpret company policies pertaining to piecework and salaried-piece- work plans Records, forms	Technical terminology, typing, penmanship
	taining Comprehension, vocabulary, technical tece-

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SAFETY - HAZARD X ERRORS Incorrect payment See appendix PERFORMANCE KNOWLEDGE Combine tips and base wages Apply reasonability test Apparent discrepancies CUES Calculate total tips COMPUTE WAGES OF EMPLOYEES EARNING TIRE Past recorded tips Calculate base pay Sub-tasks Determine accuracy of base wages Determine accuracy of reported TOOLS, EQUIPMENT, MATERIALS, Calculator or adding machine Employee's earning record Employee's history record DECISIONS Employee's tip record OBJECTS ACTED UPON Typewriter Computer LASK

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ASK STATEMENT) CONFUTE WAGES OF EMPLOYEES EARNING TIPS SCIENCE A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Homesty Adoptability Loyalty Loyalty Loyalty Confidentiality Perserverance Flexibility PERFORMANCE MODES Filling th forms FReading FRAMPLES Writing FRAMPLES Writing FREADING FREADIN	MATH – NUMBER SYSTEMS	Basic arithmetic skills and concepts Understanding and solving numerical formulas with regard to the order of operations i.e. Additions to base wages or salary		SKILLS/CONCEPTS	Technical terminclogy, typing, penmanship	Comprehension, vocabulary, technical terminology
ASK STATEMENT) CONPUTE WAGES OF EMPLO SCIENCE A worker needs to be current with the joresonality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perserverance Flexibility Writing Reading		ecise in following	COMMUNICATIONS	EXAMPLES	ing in forms oyee to machine	rpret company policies pertaining tips rds
Product Provided by SID	ASK STATEMENT)	A worker needs to be current with the job, pr recall and proficient as well as exhibit the personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perserverance Flexibility		PERFORMANCE MODES		

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_	SAFETY – HAZARD		See appendix	ERRORS	Incorrect payment
BONUSES	PERFORMANCE KNOWLEDGE	Sub-tasks	Secure approved bonus data Calculate bonus Obtain authorization for paying bonus Combine bonus and regular wage - if combination check is used Apply reasonability test	CUES	Bonus report Company policies Apparent discrepancies
(TASK STATEMENT) COMPUTE EMPLOYEE B	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON		Calculator or adding machine Employee's earnings record Employee history record Bonus report Computer Typewriter	DECISIONS	Determine if bonus figure is accurate

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	SCIENCE	MATH - NUMBER SYSTEMS
	A worker needs to be current with the job, precise in	Basic arithmetic skills and concepts
	recall and proficient as well as exhibit the following	
	personality traits:	Understanding and solving numerical formulas with
		regard to the order of operations
	Honesty	i.e. Additions to base wages or salary
	Accuracy	
	Reliability	
_	Integrity	
	Loyalty	
	Adaptability	
	Confidentiality	
	Perserverance	
,	Flexibility	
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COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Writing	Filling in forms Employee to m ⁻ hine	Technical terminology, typing, penmanship
Reading	Interpret company policy pertaining to awarding bonuses Records	Comprehension, vocabulary, technical terminology
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	SAFETY – HAZARD		See appendix		ERRORS	Incorrect payment
COMPUTE EMPLOYEE'S HOLIDAY AND VACATION PAY	PERFORMANCE KNOWLEDGE	Sub-tasks	Calculate holiday or vacation earnings Apply reasonability test Obtain approval		CUES	History record Calendar Company policy Apparent discrepancies
ESS (TASK STATEMENT) COMPUTE EMPLOYEE?	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON		Calculator or adding machine Employee's earnings record Employee's history record Vacation or holiday schedule Calendar Computer Typewriter	ŠΣ	DECISIONS	Decide if figures are accurate
Full Text Provided by	ERIC			() 1		

	MATH - NUMBER SYSTEMS	Basic arithmetic skills and concepts an hour Read and interpret charts, tables, and/or graphs [Wage Classification Schedule Rate] Understanding and solving numerical formulas with regard to the order of operations [i.e. wage and salary schedules] Property of real number system i.e. distributive property (wage and overtime computation)		SKILLS/CONCEPTS	Technical terminology, penmanship, typing	Comprehension, vocabulary, technical terminology	
AND WACATION PAY	MAT	Basic arithmetic skills and cor Measure of time and converting an hour Read and interpret charts, tab: [Wage Classification Schedule Understanding and solving not regard to the order of opering the ord	COMMIJNICATIONS	EXAMPLES	Filling in forms Employee to machine	Interpret company policy concerning holiday and vacation pay Records, charts, tables	
CASK STATEMENT) COMPUTE EMPLOYEE'S HOLIDAY AN	SCIENCE	A worker needs to be current with the job, pre- recall and proficient as well as exhibit the fa personality traits: Honesty Acuracy Reliability Integrity Loyalty Adaptability Confidentiality Perserverance Flexibility		PERFORMANCE MODES	Writing Emplo	Reading ho	

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SAFETY - HAZARD	See appendix	ERRORS Incorrect deductions
PERFORMANCE KNOWLEDGE	Sub-tasks Calculate total wages Compute taxable bas. Apply reasonability test Verify for accuracy Obtain approval	Authorization card Government regulations Apparent discrepancies
TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	Calculator or adding machine Employee's earnings record Exemption authorization card Computer terminal Typewriter	Determine if authorization is accurate Decide if base is accurate

COMPUTE EMPLOYEE'S NON-TAXABLE WAGES

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(TASK STATEMENT) COMPUTE EMPLOYEE'S NON-TAXABLE WAGES

MATH NUMBER SYSTEMS	Basic arithmetic skills and concepts Measure of time and converting fractional parts of an hour Read and interpret charts, tables, and/or graphs [Wage Classification Schedules Rate] Understanding and solving numerical formulas with regard to the order of operations [i.e. wage and salary schedules] Property of real number system i.e. distributive property (wage and overtime computation)	
SCIENCE	A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Integrity Loyalty Adaptability Confidentiality Perserverance Flexibility	

COMMUNICATIONS

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SKILLS/CONCEPTS	Technical terminology, typing, penmanship	Comprehension, vocabulary, technical terminology	
EXAMPLES	Filling out forms Employee to machine	Interpret government regulations regarding tax-sheltered plans Records, charts, tables, etc.	
PERFORMANCE MODES	Writing	Reading	

Duty H Computing Payroll Deductions

- 1 Compute income taxes
- 2 Compute deductions for retirement
- 3 Compute insurance and hospitalization deductions
- 4 Compute deductions for voluntary contributions
- 5 Compute credit union deductions
- 6 Compute union or association dues
- 7 Compute annuity deductions
- 8 Compute court order deductions
- 9 Compute miscellaneous deductions



	SAFETY — HAZARD	See appendix	ERRORS	Incorrect deductions
KES	PERFORMANCE KNOWLEDGE	Sub-task Apply appropriate rate to taxable earnings Verify amount Apply reasonability test Record amount on payroll records Up-date exemptions claimed	CUES	Charts, tables, employee Mathematical figure (percentage) Number of exemptions Apparent discrepancies
COMPUTE INCOME TAXES	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	Calculator or adding machine Computer terminal Employee's earnings record Employee's history record Federal charts and withholding tables State percentage tables City percentage tables Employee's withholding certificate (W-4) Typewriter	DECISIONS	Determine which appropriate rate applies to taxable earnings Determine if deductions for income taxes are accurate
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, TASK STATEMENT) COMPUTE INCOME TAXES

MATH - NUMBER SYSTEMS	Basic arithmetic skills and concepts with emphasis on percentages. Property of real number system. i.e. income tax computation Read and interpret charts, tables, and/or graphs {Deduction rate schedule} Understanding and solving numerical formulas with regard to the order of operations i.e. various deductions Principle of estimation Coding-tax codes		
SCIENCE	A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Confidentiality Perserverance Flexibility		
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COMMUNICATIONS

	technical	
SKILLS/CONCEPTS	Comprehension, vocabulary, technical terminology	Penmanship, typing
EXAMPLES	Interpret governmental income tax regulations for federal, state, and city income taxes Charts, records, tables, graphs	Employee to machine Forms
PERFORMANCE MODES	Reading	Writing

\$X	SAFETY – HAZARD	See appendix	ERRORS	Incorrect deduction
NS FOR RETIREMENT	PERFORMANCE KNOWLEDGE	Sub-tasks Apply appropriate rate to taxable earnings Verify amount Apply reasonability test Record amount on payroll records Inform appropriate retirement system of amount withheld Up-date employee record	CUES	Employee classification Mathematical figure Apparent discrepancies
TASK STATEMENT) COMPUTE DEDUCTIONS	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	Calculator or adding machine Computer terminal FICA charts and tables Private retirement system table Employee's earnings record Employee's history record Earnings for pay period Payroll register Appropriate retirement system forms Typewriter	DECISIONS	Determine which retirement systems apply Determine if deduction is accurate
Full Text Provided by ERIC	_	* }		

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to b_2 current with the job, precise in	Basic arithmetic skilis and concepts with emphasis
recall and proticient as well as exhibit the following	on percentages
personality traits:	Property of real number system
Honest,	i.e. FICA or retirement system schedules
Accuracy	
Reliability	Read and interpret charts, tables, and/or graphs
Integrity	[Retirement schedules]
Loyalty	
Adaptability	Understanding and solving numerical formulas with regard
Confidentiality	to the order of operations
Perserverance	i.e. FICA and/or retirement deductions
Flexibility	
	Principles of estimation
	Coding-retirement codes

COMMUNICATIONS

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PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading	Interpret government FluA regulations Interpret private retirement system regulations Charts, tables, graphs, records	Comprehension, technical terminology, vocabulary
Writing	Filling out records	Penmanship, tvping

	SAFETY – HAZARD	See appendix	ERRORS Incorrect deductions
COMPUTE INSURANCE AND HOSPITALIZATION DEDUCTIONS	PERFORMANCE KNOWLEDGE	Sub-tasks Apply appropriate rate Apply reasonability test Record amount on payroll record Up-date change of coverage	Policies Classification of employee Apparent discrepancies
(TASK STATEMENT)	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	Calculator or adding machine Computer Insurance charts Hospitalization charts Employee's earnings record Employee's history record Payroll register Appropriate insurance and hospitalization forms Typewriter	Verify rate and coverage Determine if information is computed accurately
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COMPUTE INSURANCE AND HOSPITALIZATION DEDUCTIONS

MATH - NUMBER SY	
SCIENCE	

YSTEMS

A worker necds to be current with the job, precise in recall and proficient as well as exhibit the following personaitty traits:

Honesty
Accuracy
Reliability
Integrity
Loyalty
Adaptability
Confidentiality
Perserverance
Flexibility

Basic arithmetic skills and concepts

Property of real number system i.e. rates

Read and interpret charts, tables, and/or graphs [Deduction schedules]

Understanding and sclving numerical formulas with regard to the order of operations i.e. deduction schedules

Principles of estimation

Coding-company codes

COMMUNICATIONS

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PERFORMANCE MODES	EXAMPLES	SK1LLS/CONCEPTS
Reading	Interpret company policy pertaining to eligibility for insurance and hospitalization benefits Interpret insurance or hospital-	Comprehension, technical terminology vocabulary
	Charts, tables, graphs, records	
Writing	Employee to machine Recording figures	Typing, penmanship

Eto .	SAFETY - HAZARD	See appendix	ERRORS	Incorrect deductions
	COMPUTE DEDUCTIONS FOR VOLUNTARY CONTRIBUTIONS ATERIALS, PERFORMANCE KNOWLEDGE	Sub-tasks Apply appropriate amount of contributions Verify amount Apply reasonability test Record amount on payroll records Inform appropriate association of amount withheld Up-date records when required	CUES	Employee's authorizations Apparent discrepancies
TASK STATEMEN")	TOOLS, EQUIPMENT, MA	Calculator or adding machine Computer Employee's earning record Employee's history record Voluntary contribution authorizations Payroll register Appropriate association forms Typewriter Appropriate charts, tables, graphs	DECISIONS	Determine if more than one contribution is authorized Determine if amounts are computed correctly
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COMPUTE DEDUCTIONS FOR VOLUNTARY CONTRIBUTIONS

SCIENCE

MATH - NUMBER SYSTEMS

A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits:

Honesty
Accuracy
Reliability
Integrity
Loyalty
Adaptability
Confidentiality
Perserverance

Basic arithmetic skills and concepts

Property of real number system i.e. rates

Read and interpret charts, tables, and/or graphs [Deduction schedules]

Understanding and solving numerical formulas with regard to the order of operations i.e. deduction schedules

Principles of estimation

Coding-company codes

COMMUNICATIONS

EXAMPLES

SKILLS/CONCEPTS

PERFORMANCE MODES

Reading

Interpret company policy pertaining to voluntary contribution Interpret employee's authorization for voluntary deductions Records, tables, forms, charts, and graphs

Employee to machine Filling in forms

Writing

Comprehension, technical terminology vccabulary

Tvping, penmanship

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A CANA	SAFETY - HAZARD	See appendix	ERRORS Incorrect deductions
ON DEDUCTION	PERFORMANCE KNOWLEDGE	Sub-tasks Verify amount Apply reasonability test Record amount requested by employee on payroll records Record amount for credit union records Up-date records when change results	Authorization card Apparent discrepancies
TASK STATEMENT) COMPUTE CREDIT UNION DEDUCTION	ΣZ	Calculator or adding machine Computer terminal Employee's earnings record Employee credit union card record Employee authorization card Appropriate credit union forms Typewriter Appropriate charts, tables, graphs	Determine if the amount deducted is accurate
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	MATH - NUMBER SYSTEMS	Basic arithmetic skills and concepts Property of real number system i.e. authorized deductions Read and interpret charts, tables, and/or graphs [Calendar schedules] Understanding and solving numerical formulas with regard to the order of operations i.e. calendar schedules Coding-company codes		SKILLS/CONCEPTS	Comprehension, technical terminology	Typing, penmanship
DEDUCTION	MA	precise in the following.	COMMUNICATIONS	EXAMPLES	Interpret governmental regulation regarding credit union Interpret credit union policies Interpret company policy concerning credit unions	Kecords, charts, tables, graphs Filling out necessary records, forms
TASK STATEMENT) COMPUTE CREDIT UNION DEDUCTION	SCIENCE	A worker needs to be current with the job, recall and proficient as well as exhibit the personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perserverance Flexibility		PERFORMANCE MODES	Reading	Writing

	SÁFETY – HAZARD	See appcndix.	ERRORS . Incorrect deductions Deductions taken from a non- member
SSOCIATION DUES	PERFORMANCE KNOWLEDGE	Sub-tasks Compute rate or amount Apply reasonability test Record on payroll records Inform appropriate union or association of amount withheld Up-date records when change results	Membership lists Apparent discrepancies
(TASK STATEMENT) COMPUTE UNION OR A	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	Calculator or adding machine Computer Union or association membership lists Employee's earnings record Employee's history record Payroll register Appropriate forms Typewriter Appropriate charts, tables or graphs	Determine if the rate is correct Determine if the employee is a member

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TASK STATEMENT) COMPUTE UNION OR ASSOCIATION DUES

COMMUNICATIONS

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<u> </u>	PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
	Reading	Interpret company and union or association policies pertaining to dues Records, charts, tables, graphs	Comprehension, technical terminology
	Writing	Filling out appropriate records	Typing, penmanship
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	SAFETY - HAZARD	See appendix	ERRORS Incorrect deductions
DEDUCTIONS	PERFORMANCE KNOWLEDGE	Sub-tasks Apply appropriate rate or amount Record amount on payroll records Verify amount Apply reasonability test Inform appropriate company of amount withheld Up-date records when chnage results	Authorization contracts Annuity charts or percentage tables Apparent discrepancies
(TASK STATEMENT) COMPUTE ANNUITY DE	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	Calculator or adding machine Computer terminal Employee's earnings record Employee history record Authorization contract Annuity chart or percentage tables Appropriate forms Typewriter	Decide what amnuity plan applies to each individual employee Decide if rate is accurate

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COMPUTE ANNUITY DEDUCTIONS (TASK STATEMENT)

MATH - NUMBER SYSTEMS	Basic arithmetic skills and concepts	Property of real number system	•	Read and interpret charts, tables, and/or graphs	[Calendar schedules]		Understanding and solving numerical formulas with	regard to the order of operations	i.e. calendar schedules	٠	Coding-company codes	
SCIENCE	A worker needs to be current with the job, precise in	personality traits:	Honesty	Accuracy	Reliability .	Integrity	Loyalty	Adaptability	Confidentiality	Perserverance	Flexibility	

COMMUNICATIONS

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PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading	Interpret annuity contract policies pertaining to each individual employee	Comprehension, technical terminolo
Writing	Employee to machine Filling out appropriate forms, records	Typing, penmanship
		100

COMPUTE COURT ORDERED DEDUCTIONS

(TASK STATEMENT)

machine record ecord ing deduction	ERRORS Incorrect deductions	<u>CUES</u> State or Federal regulations Employee's record Apparent discrepancies	Payroll register Appropriate forms Typewriter Determine priority of deductions Determine if amounts computed are accurate
	Sec appendix	Sub-tasks Compute amount of garnishment Verify legality Apply reasonability test Recor_ amount of deductions on payroll Inform court involved what action has been taken	Calculator or adding machine Computer Employee's earnings record Employee's history record Court order authorizing deduction ex. Garnishment IRS levies Payroll register Appropriate forms Typewriter

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RIC	SCIENCE	TED DEDOCTIONS	MATH	H - NUMBER SYSTEMS
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1	A worker needs to be current with the jor recall and proficient as well as exhibit	job, precise in	Basic arithmetic son percentages	skills and concepts with emphasis
	Honesty		Property of real number system i.e. court ordered deduction	of real number system court ordered deductions
	Accuracy Reliability Integrity	25.	Read and interpret	Read and interpret charts, tables, and/or graphs [Court orders]
	Loyalty Adaptability	1	Coding-legal codes	
	Confidentiality Perse:verance Flexibility		Understanding and solv regard to the order i.e. carnishments.	Understanding and solving numerical formulas with regard to the order of operations
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2		COMMUNICATIONS	ATIONS	· · · · · · · · · · · · · · · · · · ·
	PERFORMANCE MODES	EXAMPLES	SES	SKILLS/CONCEPTS
,	Reading	Interpret company to court orders Interpret state an taining to court	Interpret company policies pertaining to court orders requiring deduction Interpret state and federal laws pertaining to court enforced deduction	Comprehension, technical termino vocabularv
	Writing	Records, charts, tables, graphs Filling out forms and records	ables, graphs	Typing, penmanship
•		, `		

PERFORMANCE KNOWLEDGE Sub-tasks Verify amount Apply reasonability test Record amount on payroll records Indicate exactly what deduction is for Inform appropriate body of deduction withheld Up-date records when change results CUES Employee authorization form Apparent discrepancies		SAFETY - HAZARD	See appendix	ERRORS	Incorrect deductions
3	OUS DEDUCTIONS	PERFORMANCE KNOWLEDGE Sub-tasks	Verify amount Apply reasonability test Record amount on payroll records Indicate exactly what deduction is fo Inform appropriate body of deduction withheld Up-date records when change results	· CUES	authorization discrepancies
TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON Calculator or adding machine Computer Employee's earnings record Employee's history record Employee's history record Employee authorization form examples: Meals Parking Uniform rentals Employee purchases Tools Appropriate forms Typewriter Determine if deduction is authorized Determine if deduction is computed accurately	(TASK STATEMENT) COMPUTE MISCE		Calculator or Computer Employee's ea Employee's hi Payroll regis Employee auth examples: Appropriate f Typewriter	DECISIONS	Determine if deduction is authorized Determine if deduction is computed accurately

SCIENCE

MATH - NUMBER SYSTEMS

A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality trafts:

Honesty
Accuracy
Reliability
Integrity
Loyalty
Adaptability
Confidentiality
Perserverance

Flexibility

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Basic arithmetic skills and concepts
Property of real number system
i.e. authorized deductions

Read and interpret charts, tables, and/or graphs [Calendar schedules]

Understanding and solving numerical formulas with regard to the order of operations i.e. calendar schedules

Coding-company codes

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading	Interpret company policy pertaining to miscellaneous deductions Records, charts, tables, graphs Employee to computer	Comprehension, technical termin
Writing	Records, forms	Penmanshio, typine

Duty I Paying the Payroll

- 1 Prepare checks (regular)
- 2 Prepare self-processed checks
- 3 Prepare cash pay envelopes
- 4 Distribute payroll
- 5 Replenish payroll account
- 6 Reconcile payroll account



C Sey ERIC	(TASK STATEMENT) PREPARE CHECKS	(REGULAR)	
L	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
		Sub-tasks	
	Typewriter Posting machine Employee's earnings record Payroll register Calculator Checks (prenumbered) Check protector Computer Facsimile signature plates	Type check or prepare check on posting machine Compare amounts to these on payroll register Identify any unusual deductions Enter amount using check protector (or method used) Obtain approval and signature Compare amount on check with amount on stub Compare total of checks to payroll register total	See appendix Safeguard prenumbered check Check protector, signature Overdrawn account Check for "dummies"
100			-
	DECISIONS	CUES	ERRORS
	Determine whether to use type- writer or posting machine or computer Determine if amount is computed correctly	Payroll register Policies Apparent discrepancies	Incorrect payment

SCIENCE

A worker needs to be current with the job, precise in

Basic arithmetic skills and concepts with emphason addition and subtraction

MATH - NUMBER SYSTEMS

recall and proficient as well as exhibit the following personality traits:
Honesty
Accuracy
Reitability
Integrity
Loyalty
Adaptability
Confidentiality
Perserverance
Flexibility

Property of comparison (greater than, less than, Addition and subtraction of whole numbers Given a coding system, recognize and identify ear involved by assigning necessary symbols, numer or literal [Social security number and employer identific

number]
Properties of the addition and subtraction opera
of the real numbers system (shortcuts)
i.e. Inverse (check by subtraction) transposi
error (division by 9)

COMMUNICATIONS

	PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
	Writing	Employee to machine Filling out checks, records	Vocabulary, procedures, work knowledge of terms and pri of fundamentals of payroll procedures, technical term comprehension, spelling, t penmanship
\	Reading	Interpret company policies pertain- ing to preparation of checks Records	Comprehension, terminoloRy

ERIC	(TASK STATEMENT) PDEDADE SETE	- CHECKS	X : 3.
	, MATERIALS,	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
(08	Payroll register Employee's earnings record Statement of earnings and deductions form Deposit slip Check Typewriter or posting machine Calculator	Sub-tasks Prepare payroll register Prepare statement of earning and deductions for each employee Obtain approval Distribute statement of earnings and deductions to employees Furnish bank with copy of payroll register (Bank crédits each employee's account) Prepare check to cover entire payroll Deposit check	See appendix Overdrawn account Check for "dummies"
	DECISIONS	CUES	ERRORS
	Determine if payroll is computed accurately	Payroll register Apparent discrepancies Bank statement	Incorrect payment

SCIENCE

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MATH - NUMBER SYSTEMS

A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits:

Honesty
Accuracy
Reliability
Integrity
Loyalty
Adaptability
Confidentiaity
Perserverance
Flexibility
Definition of self-processed checks-

Basic arithmetic skills and concepts with emphasis on addition and subtraction

Addition and subtraction of whole numbers
Given a coding system, recognize and identify each unit
involved by assigning necessary symbols, numerical
or literal

[Social security number and employer identification number]

Properties of the addition and subtraction operations of the real numbers system (shortcuts)
i.e. Inverse (check by subtraction) transposition error (division by 9)

COMMUNICATIONS

Where company deposits earnings into employees accounts

rather than actually giving them a check

Writing

O % %	SAFETY – HAZARD	See appendix	Shortage of money Safeguard money Embezzlement
VVEI OPES	PERFORMANCE KNC.WLEDGE	Sub-tasks Prepare change sheet Prepare currency requistion Sort currency for pay envelopes Verify for accuracy Apply reasonability test Prepare payroll receipt Obtain approval of pay envelopes	Apparent discrepancies Check for 'dummies''
TASK STATEMENT) PREPARE CASH PAY ENVELOPES	≥ S	Pay envelopes and pay receipts Change sheets Currency requistion Currency and coins Adding machine or calculator Payroll register	Determine if information is accurate

recall and proficient as well as exhibit the following A worker needs to be current with the job, precise in personality traits:

Confidentiality Perserverance Adaptability Reliability Flexibility Integrity Accuracy Loyalty lonesty

Basic arithmetic skills and concepts with emphasis on addition

Given a coding system, recognize and identify each unit (Social security number and employer identification involved by assigning necessary symbols, numerical Addition and subtraction of whole numbers Counting-money or literal

Properties of the addition and subtraction operations of the real numbers system (shortcuts) number]

i.e. Inverse (check by subtraction) transposition error (division by 9)

Property of comparison (greater than, less than, equal to) Monetary denominations

COMMUNICATIONS

PERFORMAN

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Writing

ICE MODES	EXAMPLES	SKILLS/CONCEPT'S
	Employee to machine Pay envelopes	Vocabulary, working knowledge of terms and procedures used to prepare cash pay envelopes, technical terminology, comprehension, spelling, typing, penmanship
	Intripret company policier concerning paying payroll by cash	Comprehension
		·

Reading

	SAFETY – HAZARD	See appendix		ERRORS	Loss or misplacement of checks
	PERFORMANG	Sub-tasks Prepare for transfer of checks Obtain receipt Arrange for safe keeping of unclaimed checks		CUES	Company policies Apparent discrepancies
TASK STATEMENT)	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	Checks Pay envelopes (cash) Receipts of deposit (self-processed checks) Envelopes Typevriter		DECISIONS	Determine how to transfer checks to employees: Mail Through managers Employee pick up Self-processed through employee bank account
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A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits:

Honesty
Accuracy
Reliability
Integrity
Loyalty
Adaptability
Confidentiality
Perserverance
Flexibility

MATH - NUMBER SYSTEMS

ocate by approximation rational numbers and integers on the number line (sequential ordering)
[Organizing by groupings]
i.e. departments, alphabetically, numerically, etc.

Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [Employee identification numbers]

Basic arithmetic skills and concepts with emphasis on postage values

COMMUNICATIONS

SKILLS/CONCEPTS	Spelling, typing, penmanship, classification	Comprehension, technical terminology		
EXAMPLES	Employee to employee Company to company	Interpret company policy on distri- bution of payroll		
PERFORMANCE MODES	Writing	Reading	•	

Sub-tasks Compute amount required to replenish account Check payroll to reimbursement check obtain cash or check Prepare deposit slip obtain approval Transfer deposit slip and cash or check into payroll account CUES Apparent discrepancies	
TOOLS, EQUIPMENT, MATERIALS, POBJECTS ACTED UPON Calculator or adding machine accheck Check Check Payroll register Journal DECISIONS Determine if amount computed for replenishment is accurate TOOLS, EQUIPMENT, MATERIALS, Propertion of the population of the propertion of the propertion of the propertion of the properties of the pr	

MATH - NUMBER SYSTEMS	Basic arithmetic skills and concepts with emphason addition and subtraction
SCIENCE	A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following

personality traits:

Confidentiality Perserverance Adaptability Flexibility Reliability Integrity Accuracy Loyalty Honesty

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Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or Social security number and employer identification Addition and subtraction of whole numbers number]

Property of comparison (greater than, less than, equal to) Properties of the addition and subtraction operations i.e. Inverse (check by subtraction) transposition of the real numbers system (shortcuts) error (division by 9)

COMMUNICATIONS

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Estimation

PERFORM	PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Writing		Employee to machine Filling out records and forms Company to company	Classification, spelling, penmanship
Reading		Interpret company policy pertaining to method of replenishing payroll account	Comprehension, technical terminology, process/instructions

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77 %	SAFETY – HAZARD		See appendix		ERRORS	Unbalanced pavroll account	
. ACCOUNT	PERFORMANCE KNOWLEDGE	Sub-tasks	Check accuracy of bank statement Prove cash Prepare reconciliation of bank statement Compare adjusted checkbook balance to bank statement Record bank service changes in a checkbook Record bank service charge in journal		CUES	Apparent discrepancies Check numbers, dates Names, amounts Authorized signature Irregular endorsements Alterations	
. (TASK STATEMENT) RECONCILE PAYROLL ACCOUNT	TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON		Calculator or adding machine Computor printouts Posting machine printouts Bank statem nts Payroll checkbook Canceled checks Journal		DECISIONS	Determine if reconciliation is correct	
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SCIENCE

recall and proficient as well as exhibit the following A worker needs to be current with job, precise in personality traits:

Confidentiality Perserverance Flexibility Adaptability Reliability Integrity Accuracy Loyalty Honesty

MATH - NUMBER SYSTEMS

Basic arithmetic skills and concepts with emphasis on addition and subtraction

involved by assigning necessary symbols, numerical or Given a coding system, recognize and identify each unit Addition and subtraction of whole numbers literal

Social security number and employer identification number]

Properties of the addition and subtraction operations i.e. Inverse (check by subtraction) transposition of the real numbers system (shortcuts) error (division by 9)

Property of comparison (greater than, less than, equal to)

Understanding and solving numerical formulas with regard to the order of operations Estimation

i.e. reconciliation formula

COMMUNICATIONS

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EXAMPLES Employee to machine Filling out forms Bank to company PERFORMANCE MODES

Writing

Reading

Records, forms, charts, statements

SKILLS/CONCEPTS

Comprehension, vocabulary, Openmanship

Comprehension

Duty J Posting Wages and Salary Data

- 1 Prepare payroll register
- 2 Record payroll data to employee's earnings record
- 3 Record payroll entries for journals

SAFETY – HAZARD	See appendix	ERRORS	Incorrect information recorded	
PERFORMANCE KNOWLEDGE	Sub-tasks Record employees Record exemption data Record gross, deductions, net amounts Foot and total amounts Verify Obtain approval	CUES	Apparent discrepancies	
TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	Payroll register form Employee earnings record Employee Calculator or adding machine Computer Posting machine	DECISIONS	Determine if information is correct	

PREPARE PAYROLL REGISTER

SCIENCE

SYSTEMS
NUMBER
١
MATH

recall and proficient as well as exhibit the following A worker needs to be current with the job, precise in personality traits:

Confidentiality Perserverance Adaptability Flexibility Reliability Integrity Accuracy Loyalty Honesty

Basic arithmetic skills and concepts with emphasis on addition and subtraction

literal. (Social security number and employer identifi-Given a coding system, récognize and identify each unit involved by assigning necessary *symbols, numerical or Addition and subtraction of whole numbers cation number.]

i.e. Inverse (check by subtraction) transposition error Properties of the addition and subtraction operations of the real numbers system (shortcuts)

Property of comparison (greater than, less than, equal to) i.e. numerical, alphabetical or denartmental list of Locate by approximation rational numbers and integers on the number line (sequential ordering), Estimation (division by 9)

Company employee code or classification emplovees

COMMUNICATIONS

SKILLS/CONCEPTS	Working knowledge of all terms and fundamentals applicable to preparing payroll register	Vocabulary, comprehension, penmanship	
EXAMPLES	Employee to machine, records	Records	
PERFORMANCE MODES	Writing	Reading	,

TO EMPLO	
DATA	
PAYROLL	
RECORD	
K STATEMENT)	
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MATH - NUMBER SYSTEMS	Basic arithmetic skills and concepts with emphasis on addition and subtraction Addition and subtraction Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal Codes for status changes] Social security number and employer identification number] Properties of the addition and subtraction operations of the real numbers system (shortcuts) i.e. Inverse (check by subtraction) transposition error (division by 9) Property of comparison (greater than, less than, equal to) Estimation		SKILLS/CONCEPTS	Vocabulary and procedures, working knowledge of terms applicable to employee's earnings record, comprehension, penmanship, typing	Comprehension		X
A TO EMPLOYEE'S EARNINGS RECORD	following Ba Ad Gilowing Pr	COMMUNICATIONS	EXAMPLES	Employee to machine	Records	·	
TASK STATEMENT) RECORD PAYROLL DATA TO EMPI SCIENCE	A worker needs to be current with the job, precall and proficient as well as exhibit the personality traits: Honesty Accuracy Reliability Integrity Confidentiality Perserverance Flexibility		PERFORMANCE MODES	Writing	Reading		·

YROLL ENTRIES FOR JOURNALS
FOR
ENTRIES
PAYROLL
RECORD PAYRO
TASK STATEMENT)
'ASK

SAFETY – HÁZARD		See appendix	ERRORS	Transposition errors Incorrect information recorded
PERFORMANCE KNOWLEDGE	Sub-tasks	Determine accounts affected Record entries Verify accuracy of entries	CUES	Chart of accounts Debits equal credits Apparent discrepancies
TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED LPON		Adding machine or calculator Payroll register Computer Posting machine Journals Ledgers	DECISIONS	Verify accounts are correct Determine if entries are journalized correctly

ERIC

GENERAL OFFICE SUPPLIES

The following are general office supplies that is felt most payroll clerks use in their daily routine. Those items that are peculiar to a specific task are listed in that task statement.

Reference

Supply catalogs
Telephone directions.
Dictionary
Thesaurus
Reference Books (personal choice)
Company policy and procedures
Individual job manual
Technical dictionary or reference

Sales commission authorization forms Insurance and hospitalization forms Receipts for self-processed checks Employee evaluation record forms Employee history record forms Employee earning record forms Deduction authorization forms Pay envelopes and receipts Federal Income Tax Tables State Income Tax Tables City Income Tax Tables Sales commission slips Copy of union contract Payroll register forms Currency requisition Prenumbered . checks Supplies and Forms Employer tax guide Time cards

A

File folder labels

File guides

File folders

Rubber stamps

Rubber bands

Scissors

Deposit slip

Scotch tape and dispenser Typing correction fluid Typing correction tape Cross reference sheets Letterhead stationary Notebooks or binders Adding machine tape File drawer labels Typewriter ribbon Onion skin paper Staples, stapler Colored penciis Typing erasers Staple remover Coding markers Pencils, pens Magic markers Bonded paper Paper cutter Carbon paper Paper clips Paper punch Calendar Erasers Ruler Reconciliation forms (bank) Financial statements Aged accounts forms Telephone memo pads Production records Order requisitions Charts of accounts Interoffice memos Vouchers register Inventory cards Purchase orders Bill of lading Routing slips Letter opener Credit memos Change sheet Thumb tacks Debit memos Jorksheets Sales slip Envelopes Vouchers Journals Invoices Ledgers Logs

APPENDIX

to the actual work, such as errors and poor judgement, we feel the task itself cautions aware of while working in an office. Although there are many hazards that can occur The following are general office safety conditions that all payroll clerks should be the reader to these hazards.

Safeties

Always turn office machines off when not Do not use frayed cards

Do not use extension cords extensively

Do not overload circuits

Always turn machines off during electrical Always turn office equipment off when Use properly grounded cords Keep cords out of walkways repairing or adjusting

Do not open two file drawers in the Beware of loose carpet or tiles Do not lean back in chairs Do not use broken chairs

Do not leave rough edges of furniture Do not leave desk drawers or cabinet drawers open when not in use same cabinet at once

Could result in electrical shock, fire Could result in electrical fire or could burn the motor or blown fuses

Could result in blown fuses or tripping over them

Could result in blown fuses or cause machine damage

Could result in blown fuses or cause machine damage

Could trip over them and cause bodily injury Could result in electrical shocks or

Could result in fire, machine damage or machine damage bodily injury

Could result in tripping or bodily injury Could result in bodily injury Could result in bodily injury

Could result in file falling over and bodily

Could result in bodily injury

Could result in bodily injury

Safeties

Do not mishandle sharp objects or equipment
Do not leave hair hanging loose around machine
Do not have dangling jewelry or loose
clothing around machines
Do not mishandle paper
Keep a first aid kit handy
Be aware of safety precautions during fire,
floods, hurricanes, tornados, bomb threats,
robberies, etc.
Be aware of office security procedures

Do not have liquids, food, or grease around paper work

Be aware of trying to repair your own equipment

Hazards

Could result in cuts or puncture wounds Could result in bodily injury Could result in bodily injury

Could result in paper cuts

Could result in bodily injury

Could result in office being broken into and important items being stolen or destroyed Could result in damaged or ruined work

Could result in damaged or destroyed equipment